



Montgomery County Department of Permitting Services

255 Rockville Pike
Rockville, MD 20850
240-777-6240 Fax: 240-777-6262
<http://permittingervices.montgomerycountymd.gov>



RECIPROCAL LICENSE PROCEDURE OTHER JURISDICTION(S) JOURNEYMAN, MASTER & LIMITED MASTER ELECTRICIAN

A reciprocal electrical license shall be issued to any applicant as qualified to be licensed, without examination by the board of electrical examiners of Montgomery County. An applicant needs to be licensed in another jurisdiction, for a period of at least one year prior to applying, which jurisdiction has examinations and qualification procedures which have been found by the board to be equivalent to those required for licensing in the county and which grants similar reciprocity to Montgomery County. A licensee whose principal place of business is legally established in the state or who is a resident of this state is eligible under the reciprocity system. Reciprocity shall be granted to the licensee to obtain only the initial reciprocal license in any other jurisdiction. A licensee whose license is suspended or revoked or who has a record of violations of the regulations in any one jurisdiction within this state, at the time of applying, may not be eligible under the reciprocity system.

1. Complete application in full.
2. Part Two (2) has to be completed and signed by the Licensing Board of Reciprocal County.
3. Submit with:
 - A. Check in the amount of \$94.00 (Journeyman) or \$220.00 (Master/Limited Master), which covers application processing (non-refundable).
 - B. Options for photo submittals are as follows;
 - a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no drivers licenses, no beach photos) on a 3 1/2 disk (JPEG format). The disk should be saved accordingly (John Doe) with the individual's name and packaged in a protective container or adequate cushioning material.
 - b. Come into the office and a photo will be taken **OR**
 - c. E-mail us an electronic photo at DPS@montgomerycountymd.gov
 - C. Signed, Photostatic copy of current license in reciprocal County showing the Electrical Business Name, your renewal date and license number.

*Please note that Limited Masters licenses will be issued for **ONLY** the area of limitation indicated on your copy of the current license in reciprocal County. Any changes **MUST** be supported by letter from the issuing jurisdiction.

4. Application is then forwarded to the Board of Electrical Examiners for review.
5. If the Board determines that the applicant meets the qualifications, the application package is then forwarded for processing.
6. The applicant is then issued an identification card, which must be carried at all times while performing electrical work within Montgomery County, under the jurisdiction of this office.

****Company for who applicant will master MUST be licensed with Montgomery County**

*****A 10% Automation Enhancement Fee will be added to all fees listed.**